

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7017677

Date Posted: 04/08/13

POSITION NO: 945990

Closing Date: 04/19/13

CLASS CODE: 1518

POSITION TITLE: Senior Accountant

DEPARTMENT NAME: NAVAJO HEAD START

DEPARTMENT NO: 028 WORKSITE LOCATION: WINDOW ROCK, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V65A

Days: M-F

Permanent: ☒

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary: ☐

Duration:                      \$ 43,555.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 20.94 Per Hour

**DUTIES AND RESPONSIBILITIES:**

To assist Navajo Head Start in coordinating and directing fiscal program and all of the attendant activities involved in day to day operations. This covers the Navajo Reservation with the Central Office and the five agencies which are Chinle Agency, Crownpoint Agency, Fort Defiance Agency, Shiprock Agency and Tuba City Agency. Reviewing of developed financial control programs and procedures to maintain compliances with the federal, state and tribal regulations to ensure accuracy and integrity of all financial data for program compliance. Assures and reviews the maintenance of control system that will safeguard program assets and financial data. To provide fiscal reports to the Navajo Head Start the financial status of the program. To assist Navajo Head Start with annual budget development and financial statements and review strategies that could assist the program's operation through cost savings approaches.

Propriety review on incoming financial documents (Personnel Action Forms, Travel Authorizations, Inter-department Charge Requisitions, Stationary Supply Order. Purchase Requisitions and Request for Direct Payment). Review for accuracy, documentation, use of correct line item, authorized Department Program signature, and request is within the contract terms and conditions.

Review Purchase Requisitions being converted to Request for Direct Payment using same criteria as above. Upon approval forward documents to next appropriate section by processing. For payments that are needed immediately ("walk thru"), review as noted and forward to Accounts Payable as soon as possible. Upon approval, forward documents to next appropriate section for processing. Propriety Review of Signature Approval Sheet (SAS) package for compliance according to NN Laws contract terms and conditions and any other applicable federal or state laws and regulations. Forward to Supervisor for approval.

Prepare monthly journal entries for matching, indirect cost and Program Revenue Earned. Prepare corrections if needed. Review personnel budget transfers for funds availability, justification of need and use of correct line items. In special case, verify that the funding agency gives approval. Forward to Contract/Grants Section and OMB. Review awarding documents and know contract terms and conditions and applicable regulations. Review incoming correspondence for supervisor's/managers comments and follow up on assignment if needed, assist and advise OOC management as needed.

Assist and advise non-tribal entities (auditor's, funding agency's staff) via meetings, telephone calls, memorandum or e-mails. Responsible to prepare fiscal year end journal entries as recommended by the External Auditors. Assist and advice tribal programs/departments a needed via meetings, telephone calls, memorandums or e-mails.

**QUALIFICATION REQUIREMENTS:**

**Education, Training and Experience:**

A bachelor' degree in accounting, business administration, finance or a closely related field (which includes 24 college credit hours in accounting); and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems; or a Master's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of progressively responsible or diverse accounting experience involving financial policy analysis and information

**(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, licenses, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of Head Start Performance Standards and collective bargaining.

**License/Certification Requirements:**

Must have criminal background check and a satisfactory clearance report before hiring. Must have CPR, First Aid certified and Valid State Driver's License (**COPY MUST BE ATTACHED**), and obtain the following within ninety days of hire: physical examination with T.B. clearance, Navajo Nation Vehicle Operator's Permit.

**NAVAJO VETERANS PREFERENCE**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**